



HUMAN RESOURCES DEPARTMENT  
of ALLEN COUNTY, INDIANA  
"An Equal Opportunity Employer"

208 CITY-COUNTY BLDG.

1 E. MAIN STREET

FORT WAYNE, IN 46802-1804

Personnel/EEO 449-7217  
Job Hotline 449-7510

Insurance 449-7689  
Risk Management 449-7455

Veteran Service 449-7861  
T.T.Y. 449-7881

**ALLEN COUNTY JOB OPENING**

**POSITION NUMBER:** 06-0158  
**JOB TITLE:** DEPUTY DIRECTOR / I-MAP SYSTEMS ADMINISTRATOR  
**DEPARTMENT:** PLANNING SERVICES  
**HOURS:** 8:00 A.M. – 4:30 P.M. (37 ½ HOURS)  
**SALARY:** \$62,505 ANNUALLY EXECUTIVE  
**DEADLINE:** OPEN UNTIL FILLED

This position is **full time, exempt, unclassified** and **covered** by the Allen County Employee Handbook.

**DUTIES:**

- Administers and coordinates department GIS mapping operations and daily utilization, including determining project priorities, working with other county and city departments and small contributing communities to coordinate mapping efforts and determine their needs, and reviewing/developing department mapping procedures and quality standards.
- Assists with selection of and maintains communication with consulting firms as necessary to ensure completion of assigned duties.
- Answers telephone and receives office visitors; provides information and assistance regarding information stored in the system, researches and copies department records, and/or refers callers to co-workers or more appropriate person or agency. Responds to inquiries from the general public, development community, public officials, and others regarding current and proposed uses of the systems.
- Assists staff members in accessing information stored in the system; provides counsel to Executive Director, as requested or needed.
- Provides boards, commissions, and councils with information from GIS, as requested.
- Evaluates department computer system needs, makes recommendations for new acquisitions, and prepares specifications and purchase orders accordingly. Prepares and forwards supply requests to supervisor as needed.
- Ensures proper maintenance and updating of department files, records, and database; ensures proper completion of all computer back-up procedures.
- Attends various public meetings regarding GIS and/or information stored on the system.
- Supervises and directs activities of graduate/undergraduate interns.
- Assists with preparation of department annual work program, annual report, and long-range planning goals and objectives.
- Prepares and submits various required reports.
- Attends and participates in various conferences, seminars, workshops, and meetings pertinent to efficient operation of the system.
- Performs related duties as assigned.

**REQUIREMENTS:**

- Bachelor's Degree in geographic information, or planning with emphasis or experience in geographic information, or related field preferred; or at least five (5) years of experience in land use or transportation planning, data management, or related areas with strong level or competence in computer technology.
- Broad knowledge of land use and transportation planning principles, with ability to interpret and apply ordinances and regulations to specific cases and circumstances.
- Thorough knowledge of department computer systems and related programs, with ability to train and assist division personnel, and resolve problems.
- Working knowledge of and ability to implement goals of pertinent land use and transportation planning ordinances and regulations following city, county, state, and federal guidelines and regulations.
- Ability to maintain confidentiality of department information as required, and recommend methods for resolving conflicts.
- Ability to effectively communicate with city, county, state, and federal officials, petitioners, and members of the general public in a courteous, tactful, and professional manner.
- Must reside in Allen County, Indiana.
- Must possess a valid driver's license.

It is the policy of Allen County Government to comply with the ADA by not discriminating on the basis of disability in the areas of recruitment, hiring, training, promoting, compensation, and all other areas of employment.

**APPLY ONLINE AT [www.allencountyjobs.us](http://www.allencountyjobs.us) OR IN PERSON**

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1 EAST. MAIN ST., FT. WAYNE, IN 46802**



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